

# 2023–2024 Verification Worksheet

## Dependent Student

Your 2023–2024 Free Application for Federal Student Aid (FAFSA) was selected for verification. Federal law requires that a student provide documentation to a financial aid administrator to confirm the information reported on the FAFSA prior to aid being disbursed. The Office of Financial Aid will compare your FAFSA with the information on this worksheet and other required documents. If there are differences, your FAFSA information will be updated. You and at least one parent must complete and sign this worksheet, attach any required documents, and submit these forms to The Office of Financial Aid. If you have questions about this process, contact your financial aid counselor.

### A. Dependent Student's Information

Student's Last Name	Student's First Name	Student's M.I.	Student's UF ID Number
Student's Street Address (include apt. no.)			Student's Social Security Number
City	State	Zip Code	Student's Date of Birth
Student's Home Phone Number and Alternate Phone Number (include area code)			Student's Email Address

### B. Dependent Student's Family Information

In the table below, list **all** the people in your parents' household. Include:

- The student.
- The parents (including a stepparent) even if the student doesn't live with the parents.
- The parents' other children if the parents will provide more than half of the children's support from July 1, 2023, through June 30, 2024, or if the other children would be required to provide parental information if they were completing a FAFSA for 2023-2024. Include children who meet either of these standards, even if a child does not live with the parents.
- Other people if they now live with the parents and the parents provide more than half of the other person's support, and will continue to provide more than half of that person's support through June 30, 2024.

Include in the space below the name of college for any household member who is, or will be, enrolled at least half time in a degree, diploma, or certificate program at an eligible postsecondary educational institution any time between July 1, 2023 and June 30, 2024.

*If more space is needed, provide a separate page with the student's name and ID number at the top.*

Full Name	Age	Relationship	College	Will be Enrolled at Least Half Time (Yes or No)
<i>Missy Jones (example)</i>	<i>18</i>	<i>Sister</i>	<i>Central University</i>	<i>Yes</i>
		<i>Self</i>		

**Note:** We may require additional documentation if we have reason to believe that the information regarding the household members enrolled in eligible postsecondary educational institutions is inaccurate.

**C. STUDENT INFORMATION TO BE VERIFIED: PROVIDE INFORMATION UNDER 1 OR 2 BELOW.**

1. **TAX FILERS:** COMPLETE THIS SECTION IF THE STUDENT FILED OR WILL FILE A 2021 IRS INCOME TAX RETURN.

**Check the boxes below:**

- The student has used the IRS DRT in *FAFSA on the Web* to transfer 2021 IRS income tax return information into the student's FAFSA.
- The student has not yet used the IRS DRT in *FAFSA on the Web*, but will use the tool to transfer 2021 IRS income tax return information into the student's FAFSA.
- The student is unable or chooses not to use the IRS DRT in *FAFSA on the Web*, and instead will provide the school a **2021 IRS Tax Return Transcript(s) or a signed copy of the 2021 income tax return and applicable schedules.**

A 2021 IRS Tax Return Transcript may be obtained through:

- **Get Transcript by Mail** – Go to [www.irs.gov](http://www.irs.gov), click "Get Your Tax Record." Click "Get Transcript by Mail." Make sure to request the "Return Transcript" and NOT the "Account Transcript." The transcript is generally received within 10 business days from the IRS's receipt of the online request.
- **Get Transcript Online** – Go to [www.irs.gov](http://www.irs.gov), click "Get Your Tax Record." Click "Get Transcript Online." Make sure to request the "Return Transcript" and NOT the "Account Transcript." To use the Get Transcript Online tool, the user must have (1) access to a valid email address, (2) a text-enabled mobile phone (pay-as-you-go plans cannot be used) in the user's name, and (3) specific financial account numbers (such as a credit card number or an account number for a home mortgage or auto loan). The transcript displays online upon successful completion of the IRS's two-step authentication.
- **Automated Telephone Request** – 1-800-908-9946. Transcript is generally received within 10 business days from the IRS's receipt of the telephone request.
- **Paper Request Form** – IRS Form 4506T-EZ or IRS Form 4506-T. The transcript is generally received within 10 business days from the IRS's receipt of the paper request form.

1. **NON-TAX FILERS:** COMPLETE THIS SECTION IF YOU WILL NOT FILE AND ARE NOT REQUIRED TO FILE A 2021 TAX RETURN WITH THE IRS (Note: *If you completed Section C1, please skip to Section D*).

**Check one box below:**

- The student was not employed and had no income earned from work in 2021.
- The student was employed in 2021 and has listed below the names of all employers, the amount earned from each employer in 2021, and whether an IRS W-2 form or an equivalent document is provided. **Provide copies of all 2021 IRS W-2 forms** issued to the student by their employers. List every employer even if the employer did not issue an IRS W-2 form in the chart below. *If more space is needed, provide a separate page with the student's name and ID number at the top.*

Employer's Name	2021 Amount Earned	IRS W-2 or an Equivalent Document Provided?
<i>Suzy's Auto Body Shop (example)</i>	<i>\$2,000.00</i>	<i>Yes</i>

**D. PARENT INFORMATION TO BE VERIFIED: PROVIDE INFORMATION UNDER 1 OR 2 BELOW.**

**1. TAX FILERS:** COMPLETE THIS SECTION IF THE PARENTS FILED OR WILL FILE A 2021 IRS INCOME TAX RETURN(S).

**Check the boxes below:**

- The parents have used the IRS DRT in *FAFSA on the Web* to transfer 2021 IRS income tax return information into the student’s FAFSA.
- The parents have not yet used the IRS DRT in *FAFSA on the Web*, but will use the tool to transfer 2021 IRS income tax return information into the student’s FAFSA.
- The parents are unable or choose not to use the IRS DRT in *FAFSA on the Web*, and instead will provide the school with a **2021 IRS Tax Return Transcript(s) or a signed copy of the 2021 income tax return and applicable schedules**. **\*\*If the parents filed separate 2021 IRS income tax returns, the IRS DRT cannot be used and the 2021 IRS Tax Return Transcripts or a signed copy of the 2021 income tax return and applicable schedules must be provided for each.**

A 2021 IRS Tax Return Transcript may be obtained through:

- **Get Transcript by Mail** – Go to [www.irs.gov](http://www.irs.gov), click "Get Your Tax Record." Click "Get Transcript by Mail." Make sure to request the "Return Transcript" and NOT the "Account Transcript." The transcript is generally received within 10 business days from the IRS’s receipt of the online request.
- **Get Transcript Online** – Go to [www.irs.gov](http://www.irs.gov), click "Get Your Tax Record." Click "Get Transcript Online." Make sure to request the "Return Transcript" and NOT the "Account Transcript." To use the Get Transcript Online tool, the user must have (1) access to a valid email address, (2) a text-enabled mobile phone (pay-as-you-go plans cannot be used) in the user’s name, and (3) specific financial account numbers (such as a credit card number or an account number for a home mortgage or auto loan). The transcript displays online upon successful completion of the IRS’s two-step authentication.
- **Automated Telephone Request** – 1-800-908-9946. Transcript is generally received within 10 business days from the IRS’s receipt of the telephone request.
- **Paper Request Form** – IRS Form 4506T-EZ or IRS Form 4506-T. The transcript is generally received within 10 business days from the IRS’s receipt of the paper request form.

**2. NON-TAX FILERS:** COMPLETE THIS SECTION IF YOU WILL NOT FILE AND ARE NOT REQUIRED TO FILE A 2021 TAX RETURN WITH THE IRS (*Note: If you completed Section D1, please skip to Section E*).

**Check one box below:**

- Neither parent was employed, and neither had income earned from work in 2021.
- One or both parents were employed in 2021 and have listed below the names of all employers, the amount earned from each employer in 2021, and whether an IRS W-2 form or an equivalent document is provided. **Provide copies of all 2021 IRS W-2 forms** issued to the parents by their employers. List every employer even if the employer did not issue an IRS W-2 form. *If more space is needed, provide a separate page with the student’s name and ID number at the top.*

Employer’s Name	2021 Amount Earned	IRS W-2 or an Equivalent Document Provided?
<i>Suzy’s Auto Body Shop (example)</i>	<i>\$2,000.00</i>	<i>Yes</i>

**Provide documentation from the IRS or other relevant tax authority dated on or after October 1, 2022 that indicates a 2021 IRS income tax return was not filed with the IRS or other relevant tax authority.**

- Check here if confirmation of nonfiling is provided.
- Check here if confirmation of nonfiling will be provided later.

**E. Certification and Signatures**

Each person signing below certifies that all of the information reported is complete and correct. The student and one parent whose information was reported on the FAFSA must sign and date.

**WARNING: If you purposely give false or misleading information, you may be fined, be sent to prison, or both.**

\_\_\_\_\_  
Print Student's Name

\_\_\_\_\_  
Student's ID Number

\_\_\_\_\_  
Student's Signature (required)

\_\_\_\_\_  
Date

\_\_\_\_\_  
Parent's Signature (required)

\_\_\_\_\_  
Date

*Do not mail this worksheet to the U.S. Department of Education.  
Submit this worksheet to the financial aid administrator at your school:*

*The University of Findlay  
Office of Financial Aid  
1000 N. Main St.  
Findlay, OH 45840  
Upload via action item through Workday*

*You should make a copy of this worksheet for your records.*